



EXECUTIVE SECRETARY 2

CLASS CODE: 1245 EXAM CODE: 3PB42

Department(s): **Air Resources Board**
Board of Equalization
Cal Fire
California Department of Human Resources
California Department of Pesticide Regulation
California Department of Public Employees Retirement System
California Department of State Lottery
California Department of State Teachers Retirement System
California Department of Veterans Affairs
California Exposition & State Fair
California State Auditor's Office
Department of Alcoholic Beverage Control
Department of Business Oversight
Department of Education
Department of Finance
Department of Health Care Services
Department of Justice
Department of Motor Vehicles
Department of Parks and Recreation
Department of Social Services
Department of State Hospitals
Department of Transportation
Employment Development Department
First 5 California
Franchise Tax Board
Government Operations Agency
State Coastal Conservancy
State Personnel Board

Opening Date: 2/2014

Final Filing Date: Ongoing - Continuous

Type of Examination: Departmental Open

Salary: Monthly Ranged Salary \$3,438.00 - \$4,303.00

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth,

breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 12 months.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and/or need special testing arrangements you will be able to request a reasonable accommodation during the filing and self-scheduling process.

If you have questions, please contact:

California Department of Human Resources Selection Division

1-866-844-8671

California Relay Service (7-1-1)

Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

ELIGIBLE LIST INFORMATION

An open, merged eligible list will be established by the California Department of Human Resources for use by the State departments listed above. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires **12** months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service in a secretarial position performing the duties of an Executive Secretary 1.

Or II

Two years of experience in the California state service performing secretarial duties at a level of responsibility not less than that of Secretary.

Or III

Four years of experience in clerical work at least two years of which shall have been in a responsible

secretarial position performing a variety of [difficult secretarial work](#). (Experience in California state service applied toward the special one-year requirement must be in a class with a level of responsibility not less than that of Office Technician.) [Academic education above the twelfth grade may be substituted for one year of the required general experience on the basis of either (a) one year of [general education](#) being equivalent to three months of experience; or (b) [one year of education of a business or commercial nature being equivalent to six months of experience](#). Students who are enrolled in the last semester or its equivalent of course work, which upon completion will fulfill these requirements, will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.]

POSITION DESCRIPTION

This is the most advanced level in the series . Under direction of the chief administrative officer of a State agency with latitude for independent action. Incumbents perform especially difficult and responsive secretarial work, relieve the administrator and office details, and to do other related work.

EXAMINATION INFORMATION

TRAINING AND EXPERIENCE EVALUATION – Weighted 100%

The examination will consist solely of a Training and Experience Evaluation. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

KNOWLEDGE AND ABILITIES

Executive Secretary 2

Knowledge of:

1. Knowledge of office methods and systems (e.g., filing, record management, mail processing, terminology) to perform administrative work.
2. Knowledge of office equipment (e.g., multi-line telephones, personal computer, fax machine, telephone, copier,) to perform administrative work.
3. Knowledge of company software to plan, calendar, and coordinate meetings, travel itineraries, track timelines and due dates of assignments, and provide reminders and updates to managers, and supervisors, and other staff.
4. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, grammar, and punctuation to produce clear and correct work for a broad group of readers and/or audiences.

Ability to:

1. Ability to comprehend written sentences and paragraphs to adequately complete assignments.
2. Ability to communicate effectively in writing in order to provide assistance, convey information, and/or direction.
3. Ability to delegate workload effectively to varying levels of staff to ensure completion of assignments in a timely manner.
4. Ability to identify sensitive/confidential records (e.g., adverse actions, letter of instructions,

individual development plans) in order to maintain security, track documents, and complete work assignments.

5. Ability to prioritize workload (i.e., time management) in order to meet deadlines..
6. Ability to review, evaluate, and edit documents to produce good quality work.
7. Ability to analyze written information to determine the importance of correspondence.
8. Ability to read correspondence and assess importance in relation to formality, nature, pertinence (e.g., deadlines) and source.
9. Ability to organize information from various sources in a semantically or categorically functional order.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

The California Department of Human Resources Selection Division

1515 S Street, North Building, Suite 400

Sacramento, CA 95811-7258

1-866 844-8671

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GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your

performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <link to class spec>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>, and the Department of Veterans Affairs.

Bulletin Revision Date: 12/19/2016

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, it will be instantly scored.

[Click here to go to the Training and Experience Evaluation.](#)